



Notice of Intent to Employ

Posting Date: June 19, 2013

Position: Great Start Readiness Aide- Orchard View

Summary: The Great Start Readiness Aide supports the teacher in providing age and developmentally appropriate learning experiences which enhance the school readiness of assigned pre-kindergarten four-year-old children. The classroom aide gives tangible support to the teacher and the children. The aide assists in daily planning and implementing program activities to meet the state guidelines.

Qualifications:

- Possession of CDA required, AA in Early Childhood or higher preferred.
- Prior early childhood classroom experience preferred.
- The ability to work and communicate effectively with parents and young children.
- Successful pre-employment physical exam including tuberculosis screening.
- Positive team oriented person.

Reports to: Early Childhood Director

Essential Functions:

- Assists teacher with the daily routine of the preschool classroom.
- Carries out instruction and assessment in accordance with to the program's curriculum.
- Support lesson planning using research based curriculum and assessment for individual, small group, and classroom instructional activities which stimulate growth in all learning areas.
- Promotes parent/family involvement in educational and developmental activities for their children.
- Connects families with community services which promotes self-sufficiency, addresses crises, and enhances school readiness.
- Works effectively as a member of the Early Childhood Center team to educate children, engage families, enhance school readiness, and provide for a safe, secure, and nurturing environment.

Starting Date: August 2013

Terms: Position dependent upon receiving grand funding.
29 hours a week; Rate of pay determined by degree held.

Apply To: Please provide a letter of interest, current resume and credentials to:
Jane Holter, Early Childhood Director, Orchard View Community Education, 1765 Ada Ave. Muskegon, MI 49442 or email information to: jane.holter@orchardview.org

Closing Date: Applications due by Friday, July 5, 2013 or until position is filled.

It is the policy of Orchard View Schools that no person shall on the basis of sex, race, color, religion, national origin, creed or ancestry, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment or any of its programs or activities.